



COUNTY OF MOORE VOLUNTEER APPLICATION



PO Box 905
302 Monroe Street
Carthage, North Carolina 28327
Office: 910.947.6362 Fax: 910.947.2792
www.moorecountync.gov

The County of Moore strives to recruit the best qualified individuals available to provide volunteer services for the County. Although not every applicant will become a member of the County's volunteer team, properly completed applications will be given every consideration.

Important Application Information

- Applications must be submitted to the Human Resources office to be considered for a volunteer position. Human Resources will forward applications to the applicable department. The applicant should monitor the Human Resources Department webpage at www.moorecountync.gov for the status of volunteer position postings.
- If applying for a volunteer position not currently posted, the applicant should be very specific in describing on the application areas and departments of interest. Subsequently, when a volunteer position is posted that is within the applicant's interests and skill levels, it is the responsibility of the applicant to contact the Human Resources office within the timeframe specified in the posting, to ask to be considered for the position.
- If a closing date is included in the volunteer position posting, applications must be received by the Human Resources office before 5:00 p.m. EST on that closing date. Volunteer applications received through the mail must be received in the Human Resources office on or before the position posting closing date or be postmarked no later than 5:00 p.m. EST on the closing date. Applications received after the volunteer position closing date are not eligible for consideration. If another position becomes available, the applicant may contact the Human Resources office within the timeframe specified and request to be considered for the position.
- Incomplete applications will not be referred to the applicable department therefore it is important that the application is properly completed and signed.
- Volunteer applicants tentatively selected for any position will be required to successfully pass a background check.

In Person	By Mail	By Fax
302 Monroe Street, Carthage, North Carolina 28327 (910) 947-6362 Monday - Friday from 8am - 5pm	Human Resources Department P.O. Box 905 Carthage, NC 28327	(910) 947-2792



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Application Date (mm/dd/yy)

Volunteer Positions Applying For:

(If the desired position is not currently posted, please indicate desired position and areas/departments of interest)

1)

2)

3)

4)

Please initial in the space below (If applicable)

Statement of Volunteer Applicant Understanding & Agreement - I understand that I may be submitting my volunteer application for a position that is not currently posted. I understand that my volunteer application will be maintained on file. I further understand that when a volunteer position is posted that I may be interested in it is my responsibility to contact the HR Department within the timeframes of the posting and request my volunteer application be submitted for consideration.

PRINT CLEARLY AND NEATLY OR TYPE ALL INFORMATION

Last Name:

First Name:

Middle Name:

Mailing Address:

City:

State:

Zip:

Daytime contact phone number:

Email address:

Specialized Skills - List in the appropriate blanks below specialized skills, proficiencies and training:

Clerical/Administrative

Computers

Trades (carpentry, welding,
plumbing, etc.)

Pet/Animal Care

Youth Sports/Coaching

Other

HOW DID YOU HEAR ABOUT COUNTY OF MOORE VOLUNTEER OPPORTUNITIES?

<input type="checkbox"/> Friend or Relative	<input type="checkbox"/> County of Moore Website (www.moorecountync.gov)
<input type="checkbox"/> County of Moore Employee	<input type="checkbox"/> Other (please identify):

VOLUNTEER EXPERIENCE

Please list all current and previous volunteer activities beginning with the most recent. .

From		To		Name of Agency	Position Title	#Volunteers Supervised	
Mo	Yr	Mo	Yr				
Address					City	State	Zip
Supervisor's Name				May We Contact This Agency?	Phone		
Reason for Leaving							

List major duties::

From		To		Name of Agency	Position Title	#Volunteers Supervised	
Mo	Yr	Mo	Yr				
Address					City	State	Zip
Supervisor's Name				May We Contact This Agency?	Phone		
Reason for Leaving							

List major duties::

From		To		Name of Agency	Position Title	#Volunteers Supervised	
Mo	Yr	Mo	Yr				
Address					City	State	Zip
Supervisor's Name				May We Contact This Agency?	Phone		
Reason for Leaving							

List major duties::

List three persons who are not related to you and who are familiar with your volunteer experience and qualifications. Do not repeat names of supervisors listed under your volunteer experience.

Reference #1 Name	Occupation	Phone
Mailing Address	City	State Zip
Reference #2 Name	Occupation	Phone
Mailing Address	City	State Zip
Reference #3 Name	Occupation	Phone
Mailing Address	City	State Zip
PLEASE INDICATE AVAILABILITY		
<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Varies		
<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Varies		

Are you now, or have you ever, been employed by or served as a volunteer for the County of Moore? If YES, identify most recent employment/volunteer dates, position title, department assigned, and reason for leaving in the "comments" section below.	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Are you related by blood or marriage to any person now working for the County of Moore? If YES, provide their name, relationship to you, and the department where they work in the "comments" section below.	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Comments (details for any YES answer from above)

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APPLICANT CERTIFICATION AND AUTHORIZATION

I certify that the information on this application truly represents my background and experience. I understand that the County of Moore is a drug free workplace. I am aware that a background check will be conducted before I am allowed to volunteer based on Moore County's Personnel Policy.

Applicant Signature ***unsigned applications will not be processed***	Signature Date